

Federal Funding Opportunity

Request for Applications (RFA)

Executive Summary

Federal Agency Name: U.S. Department of Transportation
Federal Highway Administration
Office of Acquisition Management
400 Seventh Street, SW, Room 4410
Washington, DC 20590
Attn: Andre Sheppard, HAAM-40F

Funding Opportunity Title: ***“Tribal Technical Assistance Center for Oklahoma, Texas, Nebraska and Kansas ”***

Announcement Type: This is the initial announcement of this funding opportunity.

Funding Opportunity Number: ***RFA Number DTFH61-06-RA-00009***

Catalog of Federal Domestic Assistance (CFDA) Number: 20.200

Dates: RFA Issue Date is March 17, 2006.
Application Due Date is April 17, 2006.

Direct Questions to: Andre Sheppard, (202) 366-6010,
Andre.Sheppard@fhwa.dot.gov

TABLE OF CONTENTS

<u>Section Title</u>	<u>Page</u>
SECTION I - FUNDING OPPORTUNITY DESCRIPTION	3
SECTION II - AWARD INFORMATION	7
SECTION III - ELIGIBILITY INFORMATION	8
SECTION IV - APPLICATION AND SUBMISSION INFORMATION	8
SECTION V - APPLICATION REVIEW INFORMATION	12
SECTION VI - AWARD ADMINISTRATION INFORMATION	13
SECTION VII - AGENCY CONTACT	20

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. STATEMENT OF PURPOSE

The Federal Highway Administration (FHWA) is accepting applications for assistance to result in a cooperative agreement to operate a Tribal Technology Assistance Center in support of the Southwest Region, which consists of Oklahoma, Texas, Nebraska and Kansas. Under this agreement, the recipient will provide for transfer of transportation technology, training and assistance to American Indian tribal governments for the prescribed region, through the Tribal Technical Assistance Program (TTAP), a cooperative effort between the Federal Highway Administration (FHWA) and the Bureau of Indian Affairs (BIA). TTAP is the tribal component of the FHWA's Local Technical Assistance Program (LTAP).

The recipient will coordinate with the FHWA in the implementation of the TTAP. The recipient will assist the FHWA in fulfilling its outreach objectives during the five-year performance period of the cooperative agreement. The information to be transferred will come primarily from the FHWA, Bureau of Indian Affairs (BIA), State Departments of Transportation (DOTs), tribal departments of transportation, and tribal governments.

B. LEGISLATIVE AUTHORITY

Authority to enter into this agreement is granted pursuant to Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Public Law 109-59) Section 5204, Training and Education.

C. OBJECTIVES

The objectives of this agreement under the Tribal Technical Assistance Program (TTAP) are to perform the following for the designated geographic region in a culturally appropriate manner.

1. Transfer transportation technology to American Indian tribal governments through training, technical assistance, and information access. Anticipated subjects include low volume road safety/drainage/pavements, gravel road maintenance, safety in work zones, Intergovernmental transportation planning, and PL 93-638 Construction Contracting.
2. Improve communication on technical transportation issues among FHWA, BIA, state DOTs, tribal governments, cities, counties, and metropolitan and regional transportation organizations, including Metropolitan Planning Organizations and Regional Planning Organizations.
3. Assist in developing and implementing new transportation technologies and administrative procedures at the tribal level.

4. Provide tribal governments with training and technical assistance in Public Law 93-638 contracting and self-governance compacts.
5. Provide training and technical assistance in intergovernmental transportation planning, recreational travel and tourism, and related economic development.
6. Provide ongoing contact and communication with tribal staffs and elected officials.

In cooperation with the FHWA and BIA, the recipient shall accomplish these objectives by performing the following tasks for tribal governments and their members:

1. Develop and maintain a mailing list of stakeholders for this program.
2. Maintain a transportation library and distribute transportation technology transfer materials.
3. Provide transportation related technical assistance.
4. Develop and conduct relevant transportation training sessions and seminars.
5. Publish a quarterly newsletter.
6. Conduct evaluations of the programs' effectiveness.

An advisory technical panel, formed by the TTAP center (i.e., the recipient), shall provide guidance in developing its technical program, services and training. At a minimum, the technical panel shall include representatives of the American Indian tribal governments in the area served, and the FHWA, BIA, and State DOT. To create an effective panel, the proposed TTAP center will establish and maintain a good communications network among the panel members. This advisory panel shall elect a Chair to provide direct liaison between the panel and the Center Director or Manager.

The FHWA and BIA shall cooperate with the center to provide national and tribal level information and data needed to support the TTAP objectives. Both the FHWA and BIA shall furnish the TTAP center with selected technology transfer and training course materials and demonstrations of proven technologies. The BIA shall provide program data in support of these technology transfer activities. In addition, the FHWA will request the LTAP Clearinghouse (operated under a separate FHWA contract) to expand TTAP center access to technical materials. Documents and other technology transfer materials from the FHWA and BIA will be provided at no cost. The TTAP center may customize any of these materials to meet program objectives as needed.

NOTE: The Government prefers that the recipient operate the TTAP Center office or a satellite office within the geographic region being served by the TTAP. See Technical Evaluation Criteria.

Section 508

All electronic documents prepared under this agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View [Section 508 of the Rehabilitation Act \(http://www.access-board.gov/508/508standards.htm - PART 1194\)](http://www.access-board.gov/508/508standards.htm) and the [Federal IT Accessibility Initiative Home Page \(http://section508.gov\)](http://section508.gov) for detailed information. The following paragraphs summarize the requirements for preparing FHWA reports in conformance with Section 508 for eventual posting by FHWA to an FHWA-sponsored website.

- a. Electronic documents with images
Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as “alt” and “longdesc” for all non-text images or place them in element content. For all documents prepared, vendors must prepare one standard HTML format as described in this statement of work AND one text format that includes descriptions for all non-text images. “Text equivalent” means text sufficient to reasonably describe the image. Images that are merely decorative require only a very brief “text equivalent” description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.
- b. Electronic documents with complex charts or data tables
When preparing tables that are heavily designed, prepare adequate alternate information so that assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a non-linear form. Markups shall be used to associate data cells and header cells for data tables that have two or more logical levels of row and column headers.
- c. Electronic documents with forms
When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

SECTION II – AWARD INFORMATION

A. FUNDING

FHWA anticipates Federal funding in the amount of \$1,400,000 will be made available for this award subject to availability. FHWA anticipates this funding will be made available for this award subject to availability of funds based on the following schedule:

Agreement Year 1: \$280,000
Agreement Year 2: \$280,000
Agreement Year 3: \$280,000
Agreement Year 4: \$280,000
Agreement Year 5: \$280,000

B. NUMBER OF AWARDS ANTICIPATED

FHWA anticipates making 1 award in the amount of \$1,400,000 resulting from this RFA.

C. PERIOD OF PERFORMANCE

The period of performance for this cooperative agreement will be sixty months commencing from the effective date of the agreement.

FHWA anticipates the effective date of this agreement will be June 1, 2006.

D. TYPE OF AWARD

FHWA intends to award a Cooperative Agreement as a result of this RFA.

E. DEGREE OF FEDERAL INVOLVEMENT

FHWA anticipates substantial Federal involvement between FHWA and the Recipient during the course of this project. FHWA anticipates the Federal involvement will include:

- Technical assistance and guidance;
- Close monitoring during performance; and
- Participation in status meetings including kick off meeting and annual budget reviews.

SECTION III - ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

This competition is full and open.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION FORMS

The applicant shall complete all forms included in the Application Package for this RFA as contained at www.grants.gov. The applicant shall submit the application on-line at www.grants.gov.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Submit your application in the following format.

The application package shall consist of the following:

- SF424
- SF424A
- SF424B
- SFLLL
- Grants.gov Lobbying Form
- Attachments Form
 - 1) Technical Application * - 25 page limit
 - 2) Budget Application Detail* - no page limit

* Applicants may attach as many files as necessary to provide information requested below.

Note: Applications under this RFA are not subject to the State review under E.O. 12372.

Part I - Technical Application

NOTE: Limit technical applications to 30 pages.

In the event a technical application exceeds the 30-page limitation, the Government will evaluate only the first 30 pages of the proposal. The format of the above application shall be as follows:

1. Proposals shall be prepared on 8½ x 11 inch paper except for foldouts used for charts, tables or figures, which shall not exceed 11 x 17 inches. Foldouts shall not be used for text, and shall count as two pages.

2. A page is defined as one side of an 8 ½ by 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
3. Text shall be printed using a font size no less than 12 cpi.
4. Page margins shall be a minimum of 1 inch top, bottom and each side.

Technical applications must contain:

1. **TECHNICAL & MANAGEMENT APPROACH:** A technical and management plan describing in detail how you would proceed if awarded this cooperative agreement and how you propose to meet the program objectives. Include your approach to:
 - Development and maintenance of a mailing list of stakeholders for this program
 - Maintenance of a transportation library and distribution of transportation technology transfer materials
 - Provision of transportation related technical assistance
 - Development and conduct of relevant transportation training sessions and seminars
 - Publishing a quarterly newsletter
 - Evaluations of the programs' effectiveness including quarterly and annual reports to the FHWA and BIA
 - Scheduling, including a summary of performance schedule

As well, include answers to the following questions:

- What is your vision (goal) for the tribal training program? What do you hope to accomplish?
 - What type of training modules or scope of work do you think is necessary to achieve this vision?
 - How would you aid in strengthening or building the relationship between the tribes, FHWA, and BIA?
2. **STAFFING APPROACH:** Provide a program organizational chart identifying proposed staff members assigned to the project. Include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time for each position on a yearly basis and in summary format.

Provide brief resumes for the proposed Program Manager and other key personnel to include name, experience, education and proposed role in project.

FHWA recommends the proposed staffing team possess experience in areas relevant to this project including experience with: the Indian Reservation Roads Program (IRR); the LTAP and TTAP programs; transportation and technology transfer.

3. **EXPERIENCE:** A summary of the applicant's experience relevant to this project.
4. **KNOWLEDGE:** A description of current or projected tribal issues to which this program might be responsive.
5. **PAST PERFORMANCE:** A list of a minimum of three current (within the last five years) customers (commercial and/or Government) for projects involving similar or related services. Provide customer name, point of contact, title, phone number, fax number, project title, project duration, project value, and how it relates to the program objectives of this RFA. The Government may contact the customer point of contact (POC) for verification and to obtain past performance information. POC telephone and fax numbers must be accurate and current.

(Note: See Technical Evaluation Criteria listed below. The Government will evaluate proposals using the criteria.)

Part II - Budget Application

NOTE: There is no page limit on budget applications.

Budget applications must contain:

1. Detailed spreadsheet and supporting information clearly delineating and supporting all estimated costs as follows.
 - Provide labor categories, labor hours or percentage of time, labor rates.
 - Provide indirect rates and bases, include any audit information to support rates.
 - Provide supporting information to justify estimates for Other Direct Costs such as equipment, travel, etc.

Note: Travel will be reimbursed at cost in accordance with Federal Travel Regulations in effect at the time of travel.

2. If sub-recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, should be furnished:
 - Name and address of the organization or consultant.
 - Description of the portion of work to be conducted by the organization or consultant.
 - Cost details for that portion of work.
 - Letter of commitment from sub-recipient.

3. The use of a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is required on all applications for Federal grants or cooperative agreements. Please provide your organization's DUNS number in your budget application.

4. A statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.

C. SUBMISSION DATES AND TIMES

Applications must be received electronically through www.Grants.gov by 4:15 pm local time on April 17, 2006.

The deadline cited herein is the date and time by which the agency must receive the application.

Late applications will not be reviewed or considered unless the Agreement Officer determines it is in the Government's best interest to consider the late application.

D. FUNDING RESTRICTIONS

FHWA will not provide any reimbursement of pre-award costs under this proposed agreement.

E. OTHER SUBMISSION REQUIREMENTS

FHWA uses www.Grants.gov for receipt of all applications. Applicants must register with www.Grants.gov and use the system to submit applications electronically.

In the event of system problems or technical difficulties with the application submittal, applicants should contact the FHWA point of contact designated on page 1. If applicants are unable to use the www.Grants.gov system due to technical difficulties, applicants must e-mail applications to the FHWA point of contact listed on page 1 no later than the application deadline cited above.

SECTION V – APPLICATION REVIEW INFORMATION

A. EVALUATION CRITERIA

The Government will evaluate applications and select the applicant based on the criteria listed below.

TECHNICAL:

FHWA will evaluate the applications against the following technical evaluation criteria (1, 2, and 3) listed below in descending order of importance with criteria 1 & 2 being of equal importance.

1. Approach. Applications will be evaluated on:
 - i. Soundness, adequacy and reasonableness of the technical and management approach to successfully achieve the program objectives; and
 - ii. Location of proposed TTAP center: Ability of center location to serve the geographic region.
2. Knowledge and Experience. Applications will be evaluated on the applicant's demonstrated knowledge and experience to successfully achieve the program objectives, including demonstrated knowledge of and experience with the following:
 - i. Tribal governments having transportation responsibilities;
 - ii. The Indian Reservation Roads Program (IRR);
 - iii. The LTAP and TTAP programs;
 - iv. Working with tribes and tribal governments in this geographic region; and
 - v. Transportation technology transfer.
3. Staffing. Applications will be evaluated on the staffing approach and demonstrated qualifications of the proposed staffing to successfully achieve the program objectives.

PAST PERFORMANCE: The Government will evaluate the relevant merits of each applicants past performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness and cost control. Past performance will be reviewed to assure that the applicant has relevant and successful experience and will be considered in the ultimate award decision, but will not be scored. In evaluating past performance, the Government may consider both written information provided in the application, as well as any other information available to the Government through outside sources.

COST: In addition to the criteria listed above, relative cost will be considered in the ultimate award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles.

B. REVIEW AND SELECTION PROCESS

The Government will accept the offer that is considered the most advantageous to the Government.

The Agreement Officer is the official responsible for final award selections. The Government is not obligated to make any award as a result of this announcement.

C. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

FHWA anticipates making award on or about June 1, 2006.

D. AWARD NOTICES

If your application is selected for award, you will be notified and sent an award document for signature. Applicants not selected for award will be notified in writing by FHWA.

Only the Agreement Officer can commit the Government. The award document, signed by the Agreement Officer, is the authorizing document.

Notice that an organization has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the applicant.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. GOVERNING REGULATIONS

Performance under this cooperative agreement shall be governed by and in compliance with the following requirements as applicable to the type of organization of the Recipient and any applicable subrecipients:

- “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations (49 CFR 19)”, [*located at: <http://www.dot.gov/ost/m60/grant/49cfr19.htm>*];
- 2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions” [*located at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-16648.htm>*];
- 2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions” [*located at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-16650.htm>*]
- OMB Circular A-133, “Audits of States, Local Governments, and Non-Profits” [*<http://www.whitehouse.gov/omb/circulars/a133/a133.html>*];

- 2 CFR Part 215 (OMB Circular A-110), “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” [*located at: http://www.access.gpo.gov/nara/cfr/waisidx_05/2cfr215_05.html*]; and
- Any other applicable Federal regulation.

2. RESPONSIBILITIES OF THE RECIPIENT

The Recipient shall provide overall program management. Specifically, the Recipient shall be responsible for the following, as a minimum:

- Performing the Statement of Work as described in Section I, Funding Opportunity Description.
- Coordinating and managing work, including issuing and managing subcontracts/sub awards and consulting arrangements, as necessary.
- Submitting all required reports including Quarterly Progress Reports and Annual Budget Reviews. (See Paragraph B of this Section, entitled Reporting.)
- Meeting with the FHWA Agreement Officer’s Technical Representative (AOTR) as necessary.
- Participating in a kick-off meeting with the AO and/or the AOTR to discuss agreement expectations and procedures.
- Participating in Annual Budget Review meetings with the AO and/or AOTR.

3. TRAVEL AND PER DIEM

Travel and per diem authorized under this cooperative agreement shall be reimbursed in accordance with Federal Travel Regulations in effect at the time of travel. In addition, all non-domestic travel shall be approved by the AO prior to incurring costs. Travel requirements under this cooperative agreement shall be met using the most economical form of transportation available. If economy class transportation is not available, the request for payment vouchers must be submitted with justification for use of higher class travel indicating dates, times, and flight numbers.

4. AMENDMENTS

Amendments to this cooperative agreement may only be made in writing, signed by both parties for bilateral actions and by the AO for unilateral actions, and specifically referred to as an amendment to this cooperative agreement.

5. AGREEMENT OFFICER’S TECHNICAL REPRESENTATIVE (AOTR)

The AO has designated _____ as Technical Representative to assist in monitoring the work under this agreement. The AOTR will oversee the technical

administration of this agreement and act as technical liaison with the performing organization. The AOTR is not authorized to change the scope of work or specifications as stated in the agreement, to make any commitments or otherwise obligate the Government or authorize any changes which affect the agreement funding, delivery schedule, period of performance or other terms or conditions.

The AO is the only individual who can legally commit or obligate the Government for the expenditure of public funds. The technical administration of this agreement shall not be construed to authorize the revision of the terms and conditions of performance. The Agreement Officer shall authorize any such revision in writing.

6. OBLIGATION CEILING RATIO

Pursuant to section 1102 of SAFETEA-LU, the FHWA is required to annually redistribute a portion of allocated program authorization. Funds available for subsequent years of this agreement may be adjusted for each fiscal year, which may increase or decrease the total estimated funding available.

7. INDIRECT COSTS

Indirect costs are allowable under this agreement as follows:

<i>Indirect Rate Type</i>	<i>Rate (%)</i>	<i>Base</i>
<i>(Information to be filled in at award)</i>		

In the event the recipient determines the need to adjust the above listed rates, the Recipient shall notify the FHWA of the planned adjustment and provide rationale for such adjustment. In the event such adjustment rates have not been audited by a Federal agency, the adjustment of rates must be pre-approved in writing by the Agreement Officer.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total program funding available.

8. DATA RIGHTS

The Recipient shall make available to the Government copies of all work developed in performance with this cooperative agreement, including but not limited to software and data. The Government and others acting on its behalf shall have unlimited rights to obtain, reproduce, publish or otherwise use the data developed in the performance of this cooperative agreement pursuant to 49 CFR Part 19.36 or 49 CFR Part 18 as applicable.

9. PAYMENT

The Recipient may request advances or reimbursement of costs incurred in the performance hereof as are allowable under the applicable cost provisions not-to-exceed the funds currently available as stated herein. The Recipient shall submit an original and one copy of the SF 270, Request for Advance or Reimbursement, no more frequently than monthly, to the AO address, and one additional copy to the AOTR address.

Advance Payments: The Recipient may be paid in advance, provided the Recipient maintains or demonstrates the willingness to maintain the following in accordance with 49 CFR Part 18 or 19 as applicable: (1) written procedures that minimize the time elapsing between transfer of funds and disbursement by Recipient, and (2) financial management systems that meet the standards for fund control and accountability. When these items are not met, reimbursement will be the method of payment.

Payment for Reimbursement: When requesting reimbursement of costs incurred, the Recipient shall submit supporting cost detail with the SF 270 to clearly document costs incurred. Cost detail includes a breakout of all costs incurred including direct labor, indirect costs, other direct costs, travel, etc.

The Agreement Specialist and the AO reserve the right to withhold processing requests for advance or reimbursement until sufficient detail is received. In addition, reimbursement will not be made without AOTR review and approval to ensure that progress on the Agreement is sufficient to substantiate payment. After AOTR approval, the Agreement Specialist will certify and forward the advance or request for reimbursement to the payment office. *Note: Standard Forms may be located at <http://fhwa.dot.gov/aaa/hamhome.htm>.*

10. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of FHWA support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the cooperative agreement, in the following terms:

“This material is based upon work supported by the Federal Highway Administration under cooperative agreement No. DTFH61-06-(to be filled in)”.

All materials must also contain the following:

"Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Highway Administration."

11. SITE VISITS

The Federal Government, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the Federal Government on the premises of the Performing Organization or a subrecipient under this cooperative agreement, the Performing Organization shall provide and shall require their subrecipients to provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay work.

12. TERMINATION AND SUSPENSION

The Government may terminate this agreement in whole or in part, upon providing written notification to the Recipient, if the AO determines that a Recipient has failed to complete the technical or administrative terms and conditions of the award.

13. BUDGET REVISION/REALLOCATION OF AMOUNTS

The Recipient is required to report deviations from budget and program plans, and request prior approval for budget and program plan revisions in accordance with 49 CFR Part 19.25 or Part 18 as applicable.

Note: The Recipient must obtain prior written approval from the Agreement Officer to transfer amounts budgeted for direct cost categories when the cumulative value of such transfers will exceed 10% of the value of Federal share of this agreement. When requesting such approval, a letter request suffices.

14. FINANCIAL MANAGEMENT SYSTEM

By signing this agreement, the Recipient verifies that is has, or will implement, a financial management system adequate for monitoring the accumulation of costs and in compliance with the financial management system requirements of 49 CFR Part 19 or Part 18 as applicable. The Recipient's failure to comply with these requirements may result in agreement termination.

15. ALLOWABILITY OF COSTS

Determination of allowable costs will be made in accordance with the applicable Federal cost principles, e.g., Non-Profit Organizations-2 CFR Part 230; Educational Institutions-2 CFR Part 220.

16. AVAILABLE FUNDING

The total not-to-exceed amount of Federal funding that may be provided under this cooperative agreement is \$1,400,000 for the entire period of performance, subject to the limitations shown below:

- (1) Currently, Federal funds in the amount of \$_____ (to be filled in at award), are obligated to this agreement.
- (2) Subject to availability of funds, and an executed document by the Agreement Officer, \$_____ (to be filled in at award) may be obligated to this agreement.

The Government's liability to make payments to the Recipient is limited to those funds obligated under this agreement as indicated above and in any subsequent amendments.

17. CENTRAL CONTRACTOR REGISTRY (CCR)

The Recipient must be registered in the CCR in order to receive payments under this agreement. Use of the CCR is to provide one location for applicants and Recipients to change information about their organization and enter information on where government payments should be made. The registry will enable Recipients to make a change in one place and one time for all Federal agencies to use. Information for registering in the CCR and online documents can be found at www.ccr.gov.

18. KEY PERSONNEL

The Recipient shall request prior written approval from the AO for any change in key personnel specified in the award.

19. PROGRAM INCOME

Program Income earned during the project period shall be retained by the Recipient and added to funds committed to the project by the Federal awarding agency and the Recipient and used to further eligible project or program objectives.

20. SUBAWARDS

Unless described in the application and funded in the approved award, the Recipient shall obtain prior written approval from the AO for the subrecipient, transfer, or contracting out of any work under this award. This provision does not apply to the purchase of supplies, material, equipment, or general support services.

21. DEBARMENT AND SUSPENSION REQUIREMENTS

The Recipient shall comply with the Subpart C of 49 CFR Part 29, Government Debarment and Suspension (Nonprocurement). Further, the Recipient shall flow down this requirement to applicable subawards by including a similar terms or condition in lower-tier covered transactions. See 49 CFR Part 29 for detail of the requirement. (Note: 49 CFR Part 29 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

22. DRUG FREE WORKPLACE

The Recipient shall comply with Subpart B of 49 CFR Part 32, Governmentwide Requirements for a Drug-Free Workplace (Financial Assistance). See 49 CFR Part 32 for details of the requirement. (Note: 49 CFR Part 32 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

B. REPORTING

1. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient shall submit all required reports and documents, under transmittal letter referencing the cooperative agreement number, as follows:

Submit one hard copy to the Agreement Specialist at the following address:

Federal Highway Administration
Office of Acquisition Management
400 Seventh Street, SW, Room 4410
Washington, DC 20590

Attention: (to be filled in at award)

Submit two hard copies and one electronic copy to the AOTR at the following address:

Department of Transportation
Federal Highway Administration
400 Seventh Street, SW, Room 3232
Washington, DC 20590

Attention: (to be filled in at award)

2. QUARTERLY PROGRESS REPORT

The Recipient shall submit two copies of the quarterly progress report to the AOTR and one copy to the Agreement Specialist on or before the 30th of the month following the calendar

quarter being reported. Final progress reports are due 90 calendar days after expiration of the award. Calendar quarters are:

- (1) January - March
- (2) April – June
- (3) July – September
- (4) October – December

Each report shall contain concise statements covering the activities relevant to the project, including:

- (a) A clear and complete account of the work performed each quarter.
- (b) An outline of the work to be accomplished during the next report period.
- (c) A description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the cooperative agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered.
- (d) A section addressing how the results of the work performed supports one or more of the FHWA and Department of Transportation (DOT) strategic goals of safety, mobility, global connectivity, environmental stewardship, security, and organizational excellence.
- (e) A tabulation of the current and cumulative costs expended by quarter versus budgeted costs.
- (f) SF269 or SF269A, Financial Status Report.
- (g) If advance payments are used, SF272, Report of Federal Cash Transactions.

3. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient shall submit two copies of the Annual Budget Review and Program Plan to the AOTR and one copy to the Agreement Specialist 60 days prior to the end of each agreement year. The Annual Budget Review and Program Plan shall provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming agreement year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review shall contain a statement stating such. The Recipient will meet with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan shall not commence until AO written approval is received.

4. DELIVERABLES

Deliverable
(to be inserted at award)

To be Completed On or Before:

SECTION VII - AGENCY CONTACT

Address any questions to:

Andre Sheppard
Agreement Specialist
Federal Highway Administration
Office of Acquisition Management
400 Seventh Street SW, Room 4410
Washington, DC 20590
Andre.Sheppard@fhwa.dot.gov; (202) 366-6010

Secondary point of contact is Sarah Tarpgaard, Agreement Officer, (202) 366-5750,
Email Sarah.Tarpgaard@fhwa.dot.gov.